

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 19-2016	POSITION: Legal Assistant
POSITION GRADE & SERIES: CS-986-09	SALARY RANGE: \$49,551 per annum**
OPENING DATE: 03/31/2016	CLOSING DATE: 04/21/2016
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Child Support Services Division Aging Cases Unit 441 - 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:00 am - 4:30 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Term Appt NTE 13 Months

* This position is budgeted at CS-09/01 only*

This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: Performs comprehensive technical and clerical assignments, as designated, which require specialized knowledge of legal documents and processes in matters relative to the responsibilities of the office. Reviews all legal documents and complex case files to assure that all statutes, citations, exhibits and other relevant materials complete and to determine the legal facts and the conformity of cases to governing laws, requirements, rules and regulations. Compiles, examines, investigates, and evaluates factual information and data to prepare documents for filing in court. Answers to interrogatories and responses to requests for production of documents, in order to prepare cases for presentation in court. Assists the attorneys with research for preparation of drafts of pleadings, disposition motions, pretrial statements, justifications, and prepares final versions of pleadings for filing in court. Prepares motions for attorneys signature and notices of hearings for receipt by all parties. Processes requests for audits and mailing of audits to parties. Responsible for the interstate follow-up assignments from litigation teams. Provides assistance to litigation teams in court, as needed. Maintains open communication with court personnel, parties, and other child support agencies. Establishes and maintains legal files, documents, and other reference materials reflecting status of projects, cases and assignments. Prepares and types correspondence, memoranda, reports, legal pleadings, and documents. Files and assists with other duties as assigned.

QUALIFICATIONS: Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBSTITUTION OF EDUCATION: Substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **TIME –IN-GRADE RESTRICTIONS** must be met by the closing date of this vacancy announcement.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained

achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION:

Ranking Factor #1. Knowledge of the justice system, the interrelationships of various jurisdictions and the concepts related to litigation, and how cases process through the system.

Ranking Factor #2. Knowledge of the principles, concepts, and methodology of legal research and analysis.

Ranking Factor #3: Skill in preparing concise and cogent summaries of testimony interviews, precedent cases, key evidence, citations, and other matters.

Ranking Factor #4: Skill in performing extensive research using online legal resources to gather and compile legal information to be used as evidence in court hearings. Knowledge of and ability to operate Pro-Law.

Ranking Factor #5: Skill in communicating precisely and effectively, both orally and in writing.

CONDITIONS OF EMPLOYMENT: Incumbent is required to make frequent visits, (via walking, ground or rail) from worksite to the DC Superior Court to file necessary legal documents.

EMPLOYMENT BENEFITS: This is a Term Appointment in the Career Service. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS will resume upon re-employment.

OTHER INFORMATION: A background investigation will be conducted.

RESIDENCY PREFERENCE AMENDMENT : A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District application(s), unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. **APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR THE RESIDENCY PREFERENCE.**

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: The District of Columbia's Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority

consideration for this position, if found qualified. A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

HOW TO APPLY: Candidates may apply in person, or send a COMPLETED DC-2000, Employment application for the District of Columbia, to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square Building, 441 – 4th Street, NW, Washington, D.C. 20001.

Candidates may send applications via e-mail to: **OAG.Recruitment@DC.GOV.**

RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS; THEREFORE, A DC-2000 MUST BE SUBMITTED TO RECEIVE CONSIDERATION. RESUMES WILL BE ACCEPTED IN ADDITION TO THE DC-2000. Inquiries related to employment and job applications should be directed to Ms. L. Dodson, Management Liaison Specialist (202) 724-6632. To download the Employment Application Form, DC-2000, visit our website at **www.oag.dc.gov.**

INFORMATION TO CANDIDATE: Applications received outside the area of consideration and/or after the closing date will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS. Therefore, to be considered all applicants must submit a COMPLETED DC-2000 EMPLOYMENT APPLICATION.** Applications will not be returned.

EEO : The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL ONLY





